



CITY OF CHAMPLIN RENTAL HOUSING LICENSE APPLICATION

Code Enforcement – 763-923-7196

CITY CODE - SEC. 30-23. LICENSE: No person shall operate a rental dwelling or rental dwelling unit without first obtaining a license.

CITY CODE - SEC. 30-23 (D): A rental license is non-transferrable and shall expire on the date of ownership transfer.

RENTAL ADDRESS: _____ PID # _____

TYPE OF DWELLING (CIRCLE ONE): SFD DUPLEX TRI PLEX 4-PLEX NO. OF BEDROOMS PER UNIT: _____

OWNER NAME: _____ DATE OF BIRTH: _____

STREET ADDRESS (NO P.O. BOX ALLOWED): _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER CONTACT PHONE NUMBER: _____

EMERGENCY NUMBER: _____ EMAIL: _____

PROPERTY MANAGEMENT/AGENT INFORMATION (IF APPLICABLE):

CONTACT NAME: _____

BUSINESS NAME: _____

STREET ADDRESS (NO P.O. BOX ALLOWED): _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____

EMERGENCY: _____ EMAIL: _____

FEE SCHEDULE

Annual Fee: SFD - \$100 Duplex - \$150 Tri-plex - \$175 4-plex - \$200

Missed Appointment: \$75

Re-Inspections Over Initial Follow-Up: \$75

Non-Renewal Fee: \$25 for every 30 days late

License Effective Dates: April 1 – March 31

If converted to rental or under new ownership after October 1st, the license fee is prorated to half the annual license amount.

Submit Checks Payable to: City of Champlin

APPLICANT AFFIDAVIT: I hereby attest to the truth and accuracy of the information contained on this application.

Signature of Owner/Agent Date

RETURN TO: City of Champlin, 11955 Champlin Drive, Champlin, MN 55316
Attach additional paperwork as needed to complete application.
Failure to license rental property is a misdemeanor.